



## City of Phoenix Aviation Department Rules and Regulations

Number: 03-04

### Authority

This Rule and regulation is promulgated pursuant to City Code Chapter IV. Article III. Vehicle Operation or Parking; and Pedestrian Traffic Regulation Section 4-49.

### Rule and Regulations

#### Airfield Driver's Permit

##### Permit Application.

Applications and study materials for the Airfield Driver Permit test may be obtained at the Operations Administration Office located at the Airport Operations Center. Office hours and further information may be obtained by calling 273-2036.

##### Permit Process

Required Permit Materials-The Aviation Department's "Airfield Driver Permit Information and Study Guide" pamphlet will be mandatory reading prior to the test being given. This information pamphlet is available at the Operations Administration Office, located at the Airport Operations Center.

##### Prerequisites

Applicants must possess a current valid state driver's license before applying for the airfield driver's permit.

##### Training

The City of Phoenix Aviation Department Operations Section will provide training for all employees needing an airfield driver's permit. Some airlines have been given permission to administer their own driver's training and testing program. To maintain the integrity of the training program, the City reserves the right to monitor and/or spot check training methods not conducted by the Operations Section.

##### Testing

The Airside Unit of the Operations Section will conduct testing of all applicants. The written examination will consist of multiple choice and true or false questions and will cover material from the study guide. A minimum score of 80% will be considered passing. Applicants who fail the initial test may elect to go through an immediate review and retest session. Individuals passing the retest examination will then be issued an Airfield Driver's Permit.

Those individuals who fail the retest examination will be instructed to take a few days to thoroughly study the information contained in the study guide pamphlet and will then be allowed to test again during the next scheduled training and examination period. These individuals will not be permitted to operate a vehicle

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on the airfield during this interim period unless accompanied by an experienced company employee who holds a valid airfield driver's permit.

#### **Issuance of Permit**

The Airside Section of the Operations Division will issue all Airfield Driver's Permits.

#### **Tenure of Permit**

The Airfield Driver's Permit will expire two (2) years following issuance of the permit or upon termination of employment if prior to an expiration date.

#### **Lost Permit**

A driver who loses his or her Airfield Driver's Permit is responsible for reporting the loss immediately to the Operations Section. A duplicate permit may then be acquired from the Operations office during business hours. The driver with a lost permit will not be allowed to operate a vehicle on the airfield unless accompanied by a "permitted" driver until the lost permit is replaced. The Operations Section staff will conduct random checks of permits to guarantee program integrity.

#### **Permit Renewal**

At the time of renewal, individual records will be reviewed. If the person has not received a Notice of Violation (NOV) for the past two (2) years and their permit have not expired they will not be required to take the written test. If the permit has expired, the individual will be required to attend the class and take the written test. Check with an Operations Administration Office representative in the Operations Center for further information.

### **Roles and Responsibilities**

The Aviation Department conducts driver training classes, tests applicants and issues driver permits.

Anyone who operates any type of motorized vehicle/equipment on the airfield is required to first obtain an airfield driver's permit.

A driver may be required to prove his or her authority to operate a vehicle or equipment on airport property by exhibiting a current valid Airfield Driver's Permit and a current valid state driver's license to an Aviation Department representative upon request. If the driver fails to show a permit and license, he or she will not be allowed to continue operating a vehicle/equipment in the restricted area.


**References**

**and Definitions**

Airfield Driver Permit Information and Study Guide revised April 1997.

The foregoing Rule and regulation is hereby adopted and promulgated this 1<sup>st</sup>  
day, of March, 1999.

  
Aviation Director

  
Assistant City Attorney